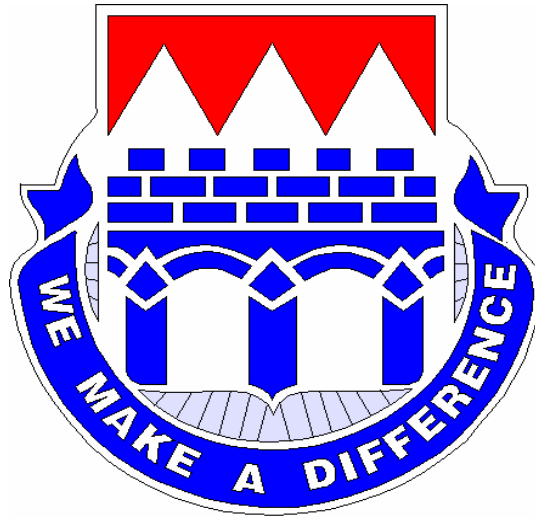


DEPARTMENT OF THE ARMY  
417<sup>th</sup> BASE SUPPORT BATTALION KITZINGEN  
TRANSPORTATION OFFICE  
UNIT 26137  
APO AE 09225



*Servicing:*

KITZINGEN

WUERZBURG

GIEBELSTADT

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# REDEPLOYMENT PACKAGE

*October 2004 Edition*

# LOCATION:

Larson Barracks  
Building 1, Second Floor

## OPERATIONAL HOURS:

Mon thru Fri	07:30 – 16:00 hrs
<i>Closed</i> for lunch	12:00 – 12:30 hrs

**Sign-in** stops 30 minutes *before* closing time

***Closed on German holidays and American holidays***

## TELEPHONE NUMBERS:

Information	Room 226	DSN 355-2390/ 2391
Outbound	Room 224/ 225	DSN 355-2431/ 2688
Quality Control, Kitzingen	Room 220	DSN 355-2555
Inbound	Room 221	DSN 355-2395/96

***Civilian Extension: 09321-702-XXXX***

E-mail : eberhard.stuhlert@cmtymail.98asg.army.mil  
arnulf.gassner@cmtymail.98asg.army.mil  
[regina.kleinschrod@cmtymail.98asg.army.mil](mailto:regina.kleinschrod@cmtymail.98asg.army.mil)

Quality Control (Wuerzburg/ Giebelstadt)  
is located on Faulenberg Barracks,  
Bldg. 220 B, Room 403, DSN 351-4363, Civ. 0931-296-4363.

## **REDEPLOYMENT CHECKLIST**

In order to organize redeployment deliveries properly and timely, this checklist is provided to unit POC's in addition to the other information hereto attached.

1. A member of the unit's rear detachment is appointed as unit POC, whom will cooperate with Transportation Office for the duration of preparation and actual delivery of household goods and POV (if applicable).
2. As soon as names and dates of returning soldiers are available, unit POC can request redelivery of private property by submitting a unit commander's request and a roster (see attached sample). Do not just copy the deployment roster. Soldiers on the roster should be present for delivery at the requested date. Absence of a soldier or power-of-attorney holder (PoA) at the delivery date will constitute attempted delivery and \$ 125 will become due. Quality Control (QC) inspectors will be present for all mass deliveries and ensure compliance with contractual obligations by the contractor.
3. For redelivery of stored POV's soldiers need to reactivate their registrations and have the white double card from their insurance company. Vehicle registration will renew the registration without cost. Registrations of stored vehicles have been suspended for the storage period. POC will submit unit commander's request and a roster to Transportation Office and request a delivery date. During main body redeployment we will keep storage facilities open for 12 hrs/ 7 days. Again, do not just copy the deployment roster. Make sure that soldiers or their power of attorney holders are present. Bring Form 788 to the storage site, inspectors have to check and verify any damage, there will be no reimbursement / claim without having the original Form 788 showing the condition of the POV at turn-in time.
4. Any request or question relating to release of private property or POV from storage should be addressed directly to Transportation Office. Phone numbers and E-mail addresses are supplied on the second page of this pamphlet. Please be aware that timely and complete information is essential in order to return their property to redeploying soldiers without undue delay. Your full cooperation will be needed to achieve this goal.

E.H. Stuhlert  
417<sup>th</sup> BSB DOL  
Transportation Officer

# Sample Memorandum for Unit Commanders

DEPARTMENT OF THE ARMY  
COMPANY'S LETTERHEAD  
UNIT #####  
APO AE 00000

AAAA-AA-AAA

Date

MEMORANDUM FOR 417<sup>th</sup> BSB Kitzingen Transportation Office, Attn: Mr. Stuhler

Subject: Release from Special Storage of HHG for Redeploying Service Members

1. Release from Special storage is requested for following listed soldiers (*in alphabetical order*):

Rank	Name	SSN	Bks, Bldg # Room #		HHG Storage	
PFC	Doe, Jane H.	333-22-9999	Harvey, Bldg #176, Room 246		Yes	
SPC	Doe, Joe H.	333-22-9990	Harvey, Bldg #176, Room 146		Yes	

2. Requested delivery Date is :

3. POC for the unit is SSG CONTACT, 1am D., DSN 123-1234, Fax DSN 123-5678.

**SIGNATURE BLOCK**  
Unit Commander

**SAMPLE**



DEPARTMENT OF THE ARMY  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
UNIT XXXXXX  
APO AE 09340

AETV-WG-WKT (55)

14 August 2004

MEMORANDUM FOR 417<sup>th</sup> BSB Kitzingen, Transportation Office, APO AE 09225

Subject: Request for Release of POV from Storage for redeploying soldiers

1. Request release POV from storage for the following soldiers:

<u>RANK</u>	<u>NAME</u>	<u>SSN</u>	<u>YEAR</u>	<u>MODEL</u>	<u>MAKE</u>	<u>LICENSE #</u>
SGT	AMPLE, IMAN X.	100-00-0000	1997	UTILITY	JEEP	HK-CA-0000

2. Soldier requests POV to be released from storage on : ( Date )
3. Point of contact is undersigned at...

XXXXXXXXXXXXXXXXXXXX  
Rear Detachment Commander

**SAMPLE**